

**CLASS TITLE: CHIEF OF STRATEGIC PLANNING,
MONITORING AND EVALUATION**

Class Code: 02706800

Pay Grade: 43A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize, and direct the work of the strategic planning unit and to integrate statewide strategic planning activities with budgetary master plans; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction and policy guidance of the Department of Administration/Executive Director/Budget Officer with considerable latitude for the exercise of independent judgement.

SUPERVISION EXERCISED: Plans, organizes, and directs the operation of the strategic planning; coordinates the activities of the Division, other state agencies, federal and local governments, and the private sector.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize, and direct the work of strategic planning.

To receive assignments from the Executive Director/Budget Officer and other sources to determine the issues and scope of action involved, to formulate a general approach to the matter, to determine the time schedule to be followed, and to supervise execution of the assignments.

To monitor and evaluate sub systems in the development and implementation of strategic plans.

To report on the work of the strategic division, including policies and plans adopted and the results of studies conducted.

To supervise and promote implementation of policies, plans, and other recommendations through executive actions and orders, budgets, legislation and other means.

To oversee the review of a wide range of proposals to insure that these are consistent with established policies and plans and to coordinate them with related activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, methods, techniques, and practices of planning at the state and local levels of the operation of local governments, and the functions of and the relations between state, local and federal governments; the ability to apply this knowledge to management of state planning functions and administration of assistance to local governments in areas including: physical; economic; and social development; governmental management; finance and budgeting; and others; the ability to oversee work in progress and on completion to insure that professional standards and statutory, regulatory, and technical requirements are met; the ability to present complete work in an understandable manner to a wide range of people; the ability to plan and organize work, assemble resources, coordinate operations with interested parties, and achieve the intended results within budgetary and time limitations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a university with a Master's Degree in Planning, Public Administration, Business Administration, Physical or Social Science, or a degree in Law; and

Experience: Such as may have been gained through: employment with supervisory and management responsibilities in planning and governmental administration.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

